

Transition:

For Early Head Start, before your child has reached the age of three, it is time for you to start thinking about the transition your child will make into Head Start. Parents have the right to place their child into Head Start, depending upon the time of year, the availability of an opening in Head Start, the eligibility of the family and if they want their child to attend Head Start. Once your child has transitioned into Head Start or another setting, your enrollment with Early Head Start will then expire unless you have other children who are still enrolled in the Early Head Start Program.

Our program will be working with you and your child's transition plan six months prior to their *third birthday* to prepare them for the Head Start Program at their own pace. You and your child we be given opportunities to visit Head Start Teachers, classrooms and your child will even be able to spend short amounts of time each week at the center until they are comfortable with Head Start.

For Head Start, the process for transition into Kindergarten is as follows:

It is the Hoopa Head Start Program goal to successfully transition your child into the Hoopa Elementary School with a close collaboration with the both entities working together to meet the needs of each family.

Responsibility

Family Specialists/Teachers

Action

Will set up meetings with the Speech and Language Specialist and the Kindergarten Teachers.

Family Specialists/Teaching Staff

Will set up the Reading Buddies schedule for once a month with the Second Grade classrooms. They will be assigned a Reading Buddy who will read a book to them with a follow up project afterwards.

Family Specialists/Teachers

The Family Specialist will contact the Kindergarten Teachers and set up a time for the children to visit their classrooms one month prior to the school ending.

Family Specialists

Will set up a Kindergarten Round Up. Parents and the Hoopa Elementary Staff screen children who will be attending Kindergarten with Speech Assessments, Health and any necessary documentation needed to attend school.

(Courtesy of Head Start)

Transition Plan Children who have special needs

For those children who have an Individual Family Service Plan for birth to three or an Individual Educational Plan for children three to five, the Hoopa Early Head Start and Head Start Program has a plan for you! Listed below are the steps we take to assure seamless services to you and your child who has a special need.

For those children who are entering into Head Start, we:

- *Notify the infant/toddler program in service area to request meeting on transition activities 6 months prior to the child's birthday.
- *Meet with the Early Head Start Program Manager and parents to review the IFSP and obtain a copy.
- *Plan a training for the staff in preparation of severe special needs child.
- *Meet with other component staff to schedule and plan yearly transition activities.
- *Review with parents information and their responsibilities.
- *Notify IEP team of dates of meeting to review progress and update the IEP.
- *Complete permission forms for release or records.
- *Accompany parents to school.
- *Check with family after start of term; also check with school officials if they started.
- *Understand the value of special early assistance for a child with disability and reassure those parents who may fear that if their child receives special education services the child may always need them.
- *Parents will understand that their active participation is of great importance in helping their children overcome or lessen the effects of disabilities and develop to their full potential.
- *Provide training to staff to deal realistically with parents who have unfamiliar disabilities.
- *Look for other disabled children in the family homes when completed family assessment and home visits.

Policies and Procedures

Cancellation/Postponement: Every effort will be made to notify center or home based parents and guardians at least a day in advance of cancellation or postponement or services due to extreme bad weather, absence of utilities, contagious disease, staff training or other directive from the administration or tribal chairman.

Unexpected Closure: In the case of unexpected closure of programs, Early Head Start/Head Start will have it announced on KIDE 91.3 FM.

Child Abuse and Neglect: All Early Head Start and Head Start employees are mandated by law to report suspected child abuse or neglect to the proper authorities.

Confidentiality: The Early Head Start and Head Start Programs have created a Confidentiality Contract for all Employees, Volunteers, Consultants, and Policy Council members who are working with or working on issues dealing with any child/children and/or families enrolled in the Hoopa Tribal Early Head Start and Head Start Program. This contract is to protect information or issues dealing with the enrolled children and their families. Failure to follow the terms of this agreement will be pursuant to the Tribal Personnel Policies and Hoopa Tribal Early Head Start and Head Start Policy and Procedures.

Staff who have access to your file include:

- ◆ Family Service Worker, Home Visitor, Teacher and Teaching Staff (Those who work directly with your family)
- ◆ Administrative Staff (Those who need assessments completed)
- ◆ Federal and Tribal Review Teams (Those who make sure everything is complete in the file)

Medical and Developmental Screening: Upon enrollment into the Early Head Start/Head Start Program your child has 45 days to complete a routine physical examination, dental screening (for 1 year and up), vision screening (for 2 years and up) and a developmental test. Any follow-up work that is needed should be done within 90 days. We encourage all parents/guardians to take advantage of these screenings for their children's good health and well being.

Smoking: Early Head Start has a No Smoking policy. Head Start's policy is the same as the Tribes and states: No smoking within 50 feet of the Tribal building.

Intoxicating Agents: Family Service Workers or Home Visitors will leave the home if a parent is under the influence of any drug or alcohol. During socialization's alcohol, drugs, and tobacco use is prohibited on the premises.

Discipline: In the Early Head Start Program, we believe in positive behavior management. No staff person is ever to shout or spank any child. Early Head Start will be using the redirection approach for ages 18-36 months. The goal of redirection is to draw the child's attention away from the unwanted behavior to a more positive activity.

Early Head Start Attendance Policy: In order to provide equal opportunities to all EHS eligible families living within the Hoopa Valley community; A child who has three continuous weeks of unexcused (Unexcused Being: No handwritten or verbal communication notifying the EHS Program of the child's absence) absences will be dropped from receiving EHS Program services. The EHS Program understands the everyday obstacles parents/guardians have when raising children, that is why the EHS staff will provide the following steps before dropping any enrolled child from the EHS Program.

- STEP #1 A phone call or visit will be made to verify the child's absence. Three attempts will be made.
- STEP #2 If the EHS Program does not receive any response from the parent/guardian then a letter will be sent asking the parent/guardian if they are still interested in receiving services from the EHS Program. The letter will explain what the parent/guardian must do to continue their child's services.
- STEP #3 If the parent/guardian still does not respond to the letter then the child will be dropped from the EHS Program and the spot given to another child/family.

Head Start Attendance Policy: Performance Standards 1305.8

- (a) When a monthly average daily attendance rate in a center-based program falls below 85%, a Head Start Program must analyze the cause of absenteeism. The analysis must include a study of the pattern absences for each child, including the reason for absences as well as the number of absence that occur on consecutive days.

Each teacher shall do daily attendance sheets. Daily sheets will be turned into the assigned Family Specialist. The Family Specialist assigned to the individual classroom will be responsible to do the monthly attendance report on a daily basis. The Family Specialist will be required to send out monthly attendance reports to the families. If a classroom attendance rate falls below the 85% standard, the Family Specialist will meet with the Administrative Staff and teacher of the classroom to analyze the cause of absenteeism and come up with a plan of action.

- (b) If the absence is a result of illness or if they are well documented absences for other reasons, no special action is required. If however, the absences result from other factors, including temporary family problems that affect a child's regular attendance, the program must initiate appropriate family support procedures for all children with four or more consecutive unexcused absences. These procedures must include home visits or other direct contacts with the child's parents. Contacts with the family must emphasize the benefits of regular attendance, while at the same time remaining sensitive to any family circumstances influencing attendance patterns. All contacts with the child's family as well as special family support service activities provided by the program staff must be documented.

On the fourth day a child misses consecutively then the Family Specialist shall make contact with the family by a home visit if at all possible or through telephone contact. This contact must be documented. The Family Specialist shall emphasize the benefits of regular attendance. Yet if there is any family circumstances influencing attendance, then the Family Specialist shall offer support services to the family. All attempts and services provided to support the family must be documented by the Family Specialist.

- (c) In circumstances where chronic absenteeism persists and it does not seem feasible to include the child in either the same or a different program option, the child's slot must be considered an enrollment vacancy.

The Family Specialist shall make every attempt to provide the families with services to assist them in obtaining compliance in attendance, including switching the child to a different option if necessary, provided there is an opening. Then steps will be taken to drop the child from the program.

1. A home visit will take place.
2. A letter of intent to drop the child from enrollment with the date of termination from the program will be mailed or the other alternative if in full day.
3. If no response from the family, a letter of final termination will be mailed to the family.
4. The Family Specialist will be responsible to notify the director and teacher of an opening in the classroom.
5. A child on the waiting list will be notified an opening is available.

Transportation: The Early Head Start Program does not provide transportation.

Change of clothes: All center-based children must have a change of clothes ready should an accident occur. To make sure no article of clothing is lost, please put your child's initials on the tag.

Below is the name of your Teacher, Home Visitor or Family Service Worker and the time to expect weekly Home Visits if you are in the Home Based Program.

My Program Option _____

Teacher, Home Visitor
Or Family Service Worker _____

Scheduled Home Visits/Conferences _____

I, _____ have read the Hoopa Tribal Early Head Start/Head Start Parent Handbook. My Home Visitor/Family Service Worker has explained the program and Parent Handbook to me and has answered any questions that I may have had concerning this program and/or handbook. I understand and agree to the Parent Handbook and will abide to the best of my abilities with the policies and procedures of the Early Head Start/ Head Start Program.

I further understand that if my child is unexcused (does not call in or tell us in some other way that your child will not be able to participate in our program's services) for more than three days (center) or for three weeks (home based), a visit will be made by the program to verify the absence. If I cannot be reached for this visit (3 attempts will be made) a letter will be sent to me asking if I am still interested in receiving services from the program. If I am, I will send the enclosed postcard by the time stated on the letter. I understand and agree that if I do not follow through with this, my child's slot in the program will be given to someone else.

Parent Signature